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**From:** Cronin, John (POL)  
**Sent:** Monday, June 25, 2012 9:56 AM  
**To:** Corbett, Kate (DPH); Farak, Sonja (DPH); Frasca, Daniela (DPH); Glazer, Lisa (DPH); Hanchett, James (DPH); Lawler, Michael (DPH); Lleshi, Hevis (DPH); Medina, Nicole (DPH); O'Brien, Elisabeth (DPH); Phillips, Gloria (DPH); Piro, Peter (DPH); Pontes, Rebecca (DPH); Renczkowski, Daniel (DPH); Salem, Sharon (DPH); Salemi, Charles (DPH); Saunders, Della (DPH); Sprague, Shirley (DPH); Tran, Mai (DPH); Zanolli, Janice (DPH)  
**Cc:** Vallaro, Guy (POL); Freeman, Lauren (POL); 'West, Katherine (POL)'  
**Subject:** FW: Travel Training Guidelines and Forms  
**Attachments:** Guide\_to\_Mileage\_Reimbursement\_for\_Civilian\_Employees\_-\_July\_2008.pdf; FSGTravelandTraining\_032607\_FINAL.pdf; Travel\_Voucher.pdf; Mileage Voucher.pdf; Travel Training Endorsement Sheet.pdf; TAF with instructions.doc; Taf-1.pdf

All – as per my June 22<sup>nd</sup> email – please find attached all relevant forms and instructions to follow and complete for any travel/training requests. Please be advised that sufficient time must be given for full sign-off and issuance of “T” number before any travel can commence (we have multiple sign-offs on all requests up through the Department’s command staff and the Executive Office of Public Safety and Security) – we rely on a minimum 30 day notice from the travel date to the date received at headquarters, so you should add another week to that for full processing.

All requests should be addressed to your Supervisor, who must approve and forward to Ms. Freeman for further chain-of-command approval (Director of Administrative Services, Laboratory Director, Commanding Officer – FSG, Lt. Colonel – DIS, EOPSS).

Ms. Freeman is available for any questions at 978-451-3312.

Thank you.

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**From:** Freeman, Lauren (POL)  
**Sent:** Friday, June 22, 2012 9:20 AM  
**To:** Cronin, John (POL)  
**Subject:** Travel Training Guidelines and Forms

John,

Attached you will find both the Travel & Training Guidelines and Mileage Reimbursement Guidelines. I have also included all forms needed for travel requests and reimbursements.

I will be happy to answer any questions and provide assistance to our new team at the drug labs.

-Lauren